	Effective Date:	09-12-2011
LARA LICENSING AND REGULATORY AFFAIRS CUSTOMER DRIVEN. BUSINESS MINDED.	**Policy #:**	G-34
	Supersedes:	**2003**

Subject: **Training and Conferences**	**Page:**	1 of 4

PURPOSE

This policy provides standards and procedures for employees to request training, conference attendance, and membership in professional organizations.

POLICY

The State of Michigan supports professional development of its employees, consistent with the civil service rules and the standards and procedures in this policy.

If any training is outside Michigan please follow Licensing and Regulatory Affairs (LARA) Finance and Administrative Services Team (FAST) "Out of State" request for approval guidelines at: http://hcs631intrpw001:4428/default.aspx

DEFINITIONS

Michigan Civil Service Commission (MCSC) Training means all training courses, seminars, and programs offered by the commission that are announced through the Training Calendar, published by the Human Resource Training and Development Division (HRTD) on the MCSC Training & Development website.
Information Technology (IT) Training means computer-related training offered by the Michigan Master IT Training Contract (MMITTC) through web-based registration. Available training courses may be viewed through the IT training link on the Civil Service Commission's Training & Development website.
Other Training means conferences, seminars, workshops, and non-HRTD training sponsored by other agencies or professional organizations.

STANDARDS FOR CIVIL SERVICE AND IT TRAINING

Employees may be approved for MCSC and IT Training based on recommendations by their supervisors and the availability of funds, under the following standards:
1. There must be value to the department for employee attendance and the training must be appropriate to job classification.

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LARA LICENSING AND REGULATORY AFFAIRS CUSTOMER DRIVEN. BUSINESS MINDED.	**Policy #:**	G-34
	Supersedes:	**2003**

Subject: **Training and Conferences**	**Page:**	2 of 4

2. The employee must be working for the department when requesting training and when the training is conducted.
3. The supervisor or the employee may initiate the request for training.
4. Courses must be cancelled at least 5 workdays before the course for the department to not incur charges. All related expenses including travel expense reimbursement are paid from the employee's area's budget. Reimbursement for expenses is paid in accordance with the State of Michigan Travel Policy and Procedure.
5. For time reporting purposes, time spent in approved training programs during normal working hours is considered "regular hours" worked.
6. The schedule for MCSC and IT Training programs can be accessed from the HRTD website.

PROCEDURE FOR CIVIL SERVICE COMMISSION TRAINING

Responsibility	Action
Employee	1. Submits request to attend Training to supervisor at least two weeks before the registration deadline.
Supervisory Levels	2. Reviews request for compliance with standards. E-mails approved request to the LARA OHR. If disapproved, forwards to employee with reason for denial.
LARA OHR (or designee)	3. Upon receipt of approved request reviews for compliance with standards.
	4. If request is denied, notifies employee and supervisor.
	5. If approved, processes request in web-based training and development course registration system.
	6. Maintains and updates employee development database.
Employee	7. Receives automated e-mailed notification of enrollment and if course is cancelled.

PROCEDURE FOR IT TRAINING

Responsibility   **Action**

Employee
1. Submits request to attend IT-related training and any required documentation to supervisor.

Supervisory Levels
2. Reviews request for compliance with standards. Forwards approved request to the LARA OHR. If disapproved, forwards to employee with reason for denial.

Employee
3. Selects approved computer-related classes to be enrolled from the web catalog via the Civil Service Insider Intranet website's IT Training link.
4. Places request in computer course registration system.

LARA OHR (or designee)
5. Upon receipt of approved request reviews for compliance with standards.
6. If approved, approves and processes request in web-based IT course registration system.
7. Maintains and updates employee development database.

Employee
8. Receives automated e-mailed notification of enrollment and if course is cancelled.

STANDARDS FOR OTHER TRAINING

Employees may be approved to attend other training consistent with the following standards:
1. There must be value to LARA for employee attendance and the training must be appropriate to job classification.
2. The employee must work for LARA when requesting and attending the training.
3. The supervisor or the employee may initiate the request for training.
4. LARA may limit attendance.
5. All approvals depend on availability of funds. Training fees and related expenses are paid from funds budgeted for each work area.

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LARA LICENSING AND REGULATORY AFFAIRS CUSTOMER DRIVEN. BUSINESS MINDED.	**Policy #:**	G-34
	Supersedes:	**2003**

Subject: **Training and Conferences**	**Page:**	4 of 4

6. For time-reporting purposes, time in approved training during normal working hours is considered "regular hours" worked.
7. Employees are encouraged to share information and literature obtained from the training with other LARA employees when appropriate.
8. All requests to attend other training must be approved by the Director' Office.

PROCEDURE FOR OTHER TRAINING

Responsibility   **Action**

Responsibility	Action
Employee	1. Prepares and forwards training registration form to immediate supervisor for approval.
Supervisory Levels	2. Reviews request for compliance with this policy. Approves request. Forwards request with completed registration form through supervisory levels to Finance and Administrative Services Team (FAST).
FAST	3. Finance and Administrative Services Team (FAST), reviews for available funding and compliance with appropriations bill language. If approved, forwards to Director's Office recommending approval. 4. If disapproved, returns to employee through supervisory levels with reason.
Bureau	5. Processes request for payment and registration to vendor. 6. Provides copy of training registration and proof of payment for registration to employee and LARA OHR for recordkeeping.
Employee	7. Receives copy of approved registration.